



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE
\$3,240-\$3,864
ACCOUNTING SERVICES BUREAU
SACRAMENTO

Are you seeking a challenging and rewarding accounting position? The Accounting Services Bureau (ASB) is seeking a motivated individual to share their accounting knowledge, experience, and strong communication skills with the Accounts Receivable team. The ASB strongly encourages professional development and growth and is dedicated to fostering a positive working environment.

RESPONSIBILITIES: Under the close supervision of an Accounting Administrator I (Supervisor), the Accountant Trainee, as a learner and in a training capacity, performs professional accounting work in the establishment and maintenance of accounts and records as they relate to the Accounts Receivable process. The incumbent will be responsible for the posting and reconciliation of the Department's billed accounts receivable receipt transactions. This involves analyzing, researching, evaluating, and performing corrective actions or entries into the Accounts Receivable accounting system, Oracle Financials and CALSTARS. In addition, the incumbent is required to develop interpersonal skills to effectively communicate both verbally and in writing with departmental staff and private entities.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Knowledge of Excel, Word, and Microsoft Outlook
- Have excellent oral and written communication and analytical skills.
- Ability to work under pressure and handle multiple assignments effectively and efficiently and in a timely manner.
- Ability to be flexible and able to work in a fast-paced office environment.
- Ability to work independently as well as part of a team.
- Ability to maintain a courteous and professional demeanor at all times.
- Be open-minded and flexible to other ideas and solutions, and be tactful.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accountant Trainee level, those within transfer range, or individuals who have list eligibility. SROA or Surplus employees are encouraged to apply. Training and Development Assignments may be considered. All applications will be reviewed, however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard State Application STD 678 to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Accountant Trainee #413-192-4179-XXX (Receivables) ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION. Applications must be postmarked by the**

02/10/14 TB

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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final filing date to be considered. For additional information, please call (916) 492-3351 or e-mail brownt@insurance.ca.gov.

FINAL FILING DATE: February 20, 2014 – Close of Business (5:00 p.m.)

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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